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DD/S

55-3080

23 NOV 1955

MEMORANDUM FOR: Director of Personnel
FROM: Director of Training
SUBJECT: JOT now ready for transfer from Program
REFERENCE: Memorandum of AID/S to DDCI 13 October 1955
(Junior Officer Trainee Program) copy attached.

25X1A9a

25X1A9a 1. [REDACTED] is attached to the Office of Central Reference.
[REDACTED] is one of the twenty-two civilian JOT's reported to the DD/S
as ready for transfer from the Program.

25X1A9a 2. The Office of Central Reference has indicated its
willingness to place [REDACTED] on one of their slots when space is
available.

25X1A9a 3. It is requested that the Office of Personnel arrange
for the transfer of [REDACTED] from the JOT Program to the T/O of the
Office of Central Reference in accordance with procedure established
in paragraph 5 of the referenced memorandum.

SIGNED

MATTHEW BAIRD

Attachment

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DD/S

55-2969

16 November 1955

MEMORANDUM FOR: Director of Personnel
 FROM: Director of Training
 SUBJECT: JOF now ready for transfer from Program
 REFERENCE: Memorandum of AED/S to HECI 13 October 1955
 (Junior Officer Trainee Program) copy attached.

25X1A9a

25X1A9a

1. [REDACTED] is attached to [REDACTED] of the Far East Division. [REDACTED] is one of the twenty-two civilian JOF's reported to the ED/S as ready for transfer from the Program.

25X1A8a

25X1A9a

2. The Far East Division has indicated its willingness to place [REDACTED] in one of their slots when space is available.

25X1A9a

3. It is requested that the Office of Personnel arrange for the transfer of [REDACTED] from the JOF Program to the T/O of the Far East Division in accordance with procedure established in paragraph 5 of the referenced memorandum.

Attachment

MATTHEW PAIRD

Document No. _____
No Change In Class. <input type="checkbox"/>
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Class. Changed to: TS S C
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Auth: HR 70-3
Date: _____ By: _____

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13 October 1955

TRUE COPY

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Junior Officer Trainee Program

1. The immediate problem of providing sufficient vacancies within the Junior Officer Trainee Program to enter on duty trainee candidates to whom commitments have already been made, has been solved by the temporary allocation of the required slots from the unassigned reserve within DD/S. Candidates are being processed without interruption.

2. There are at present twenty-two civilian JOTs assigned to various Agency components for final on-the-job training who the Office of Training considers are now ready for transfer from the Program to permanent positions. These trainees are assigned as follows:

DD/S	CTR		1
DD/I	OCI	1	
	OCD	1	
	SA-DD/I	<u>1</u>	3
DD/P	EE Division	6	
	NEA "	5	
	FE "	4	
	WE "	1	
	WH "	1	
	TSS	<u>1</u>	<u>18</u>
TOTAL - - - - -			22

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3. The Office of Training reports that all of these trainees are acceptable to the offices with which they are now associated. It is believed that positions will be available to absorb these trainees when the necessary adjustments to the personnel ceiling established by the directive of 18 August 1955, are completed. Furthermore, JOT recruitment during the last three months of each year is normally low and few candidates are expected to enter training between now and January 1956.

4. During 1956 nineteen additional trainees will be ready for permanent assignment - three in the first quarter, ten in the second, five in the third, and one in the fourth. The present positions of these trainees may not necessarily become their permanent assignments but components using their services upon the completion of training should plan to absorb them in accordance with the above schedule. As in the case of the twenty-two trainees now ready for transfer, each individual's capabilities will be carefully considered and permanent assignments made to appropriate positions.

5. To allow for the continued recruitment of new candidates, it is recommended that JOTs, upon completion of their training, should be transferred to permanent positions and the using components should take them on their rosters immediately, even if double slotting is temporarily necessary, such double slotting to be terminated by absorption into the first vacancy of like position and equal grade which occurs within the office of the operating official concerned.

6. The future scope of the JOT Program and the part it can and will play in meeting the professional personnel requirements of the Agency are under study and a long range plan will be submitted.

7. Approval in principle is requested of the recommendation in paragraph 5 above together with discretionary authority to this Office to effect transfers of trainees to permanent positions as vacancies are needed in the JOT Program to continue entering recruits on duty.

(signed)

H. GATES LLOYD
Assistant Deputy Director
(Support)

The recommendations contained
in paragraphs 5 and 7 above
are hereby approved.

(signed)

cc: D/TRD
D/Personnel

C. P. CABELL
Deputy Director of Central Intelligence

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